

भारत सरकार
GOVERNMENT OF INDIA



लद्दाख का राजपत्र

The Ladakh Gazette

एस.जी.-एल.डी.-अ.-27062025-1538
SG-LD-E-27062025-1538

असाधारण
EXTRAORDINARY
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

लद्दाख, 27 जून, 2025
LADAKH, FRIDAY, JUNE, 27, 2025

Part II - Section 3

केन्द्र-शासित प्रदेश लद्दाख प्रशासन
ADMINISTRATION OF UNION TERRITORY OF LADAKH

File No.: A – 12 / 27 / 2023 – GAD SEC
GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Leh, the 27th of June, 2025

Subject: Prescribing of Application and Certificate Format for Grant of Domicile Certificate under the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025.

S.O. 76 ,—In exercise of the powers conferred by sub-section (2) of section 3B of the Jammu and Kashmir Civil Services Decentralization and Recruitment Act, 2010 (*as amended by the Ladakh Civil Services Decentralization and Recruitment (Amendment) Regulation, 2025 (No. 4 of 2025)*) read with sub-rule (1) of Rule 3 and sub-rule (1) of

Rule 5 of the Ladakh Civil Services Decentralization and Recruitment—Grant of Domicile Certificate (Procedure) Rules, 2025 (*hereinafter referred as the 'said Rules'*); the Administration of Union territory of Ladakh, hereby prescribes the following formats for the purpose indicated against each, as follows,—

Sr. No.	Format	Purpose
1.	Form – A	Application Format for seeking Domicile Certificate
2.	Form – B	Domicile Certificate Format to be issued by the Competent Authority
3.	Form – C	Checklist of Documents to be submitted along with the application
4.	Form – D	Register Format for Issuance of Domicile Certificates
5.	Form – E	Appeal Register – against Domicile Certificate Rejection

2. The Competent Authority as provided by sub-section (1) of section 3B of the Jammu and Kashmir Civil Services Decentralization and Recruitment Act, 2010 (*as amended by the Ladakh Civil Services Decentralization and Recruitment (Amendment) Regulation, 2025 (No. 4 of 2025)*); are directed to process the applications made for seeking issue of Domicile Certificate strictly in accordance with the above Formats and ensure compliance with the procedure as laid down in the said Rules.

3. Due verification should be done by the Competent Authority regarding the genuineness of the documents submitted by the applicant to establish his / her eligibility for obtaining the Domicile Certificate, before issuing the same.

4. The Formats shall be made available both in physical form at the Offices of the Competent Authority and through the official website of the Administration of Union territory of Ladakh.

5. Further, the Register prescribed in **Form-D** and **Form-E** shall be maintained in a proper and systematic manner to record the issuance of all Domicile Certificates and the cases of appeals made thereof, as the case may be.

By Order of the Administration of UT of Ladakh

Sd/-
(Michael M. D'Souza) IAS
 Administrative Secretary,
General Administration Department.

Copy to:

1. All Administrative Secretaries, UT of Ladakh.
2. Director General of Police, UT of Ladakh.

3. Joint Secretary (JKL), MHA, New Delhi.
4. Deputy Commissioner / CEO, LAHDC, Leh.
5. Deputy Commissioner / CEO, LAHDC, Kargil.
6. Superintendent Archives for records.
7. OSD to Hon'ble Lt. Governor, UT of Ladakh.
8. Private Secretary to Hon'ble Chairman / Chief Executive Councillor, LAHDC, Leh.
9. Private Secretary to Hon'ble Chairman / Chief Executive Councillor, LAHDC, Kargil.
10. OSD to Chief Secretary, UT of Ladakh.
11. E-office / order file.

(Mohd Taqi) JKAS,
Under Secretary to Administration

Form - A

APPLICATION FORMAT FOR DOMICILE CERTIFICATE

(see Rule 3(1) of the *Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025*)

1.	Full Name of the Applicant:	<i>Photo app sign applica ph</i>	
2.	Father's Name:		
3.	Mother's Name:		
4.	Spouse Name:		
5.	Gender:		
6.	Date of Birth:		
7.	Place of Birth:		
8.	Address (Present): a: Village / Ward No. b: Tehsil c. District: d: Post Office e: Pin Code		
9.	Address (Permanent): a: Village / Ward No. b: Tehsil c. District: d: Post Office e: Pin Code		
10.	Aadhaar Number:		
11.	Mobile No:		e-Mail ID : <i>(In case of minor, provide parents contact details)</i>
12.	Period of stay at present location:		Year(s)

*Photograph of the
applicant with
signature of the
applicant half on the
photograph*

**13. Categories provided in Rule 10
Certificate (Procedure)**

Col. I, Sl. No. 2.

Children of such residents of the Union territory of Ladakh as resided outside the Union territory in connection with employment or business or other professional vocational reasons.

Col. I, Sl. No. 3.

(a) A person who has resided for a period of fifteen years in the Union territory of Ladakh, beginning from and after 31st October, 2019.

(b) Children of a person who has resided for a period of fifteen years in the Union territory of Ladakh, beginning from and after 31st October, 2019.

Col. I, Sl. No. 4.

A person who has studied for a period of seven years, beginning from and after 31st October, 2019 and appeared in class 10th or 12th examination in an educational institution located in the Union territory of Ladakh. □

Col. I, Sl. No. 5.

Children of Central Government officers, Officials of Public Sector Undertakings, Autonomous Body of Central Government, Public sector Banks, Officials of Central Universities and recognized Research Institution of Central Government who shall have served the Union territory of Ladakh for a total period of ten years, beginning from and after 31st October, 2019.

14. Are you possessing any valid Domicile Certificate of any other State / UT: Yes / No.

(If you possess any Domicile Certificate of any other State / UT, please attach copy)

15. Details of supporting documents attached:

(Tick the applicable documents relevant to your eligibility category as per Table provided in Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025)

Col. I, Sl. No. 1.

1. Ladakh Resident Certificate (LRC) Holder or Person Eligible for LRC: As per Serial No. 1(a) of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025):

(i) LRC issued by the Union territory of Ladakh

(b) Children of persons mentioned in the section 3A(1)(a) of the Regulation: As per Serial No. 1(b) of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025):

(i) LRC of the parent issued by the competent authority in the Union territory of Ladakh; and

(ii) Birth Certificate issued by the authority competent for the purpose.

Col. I, Sl. No. 2

Children of such residents of the Union territory of Ladakh as resided outside the Union territory in connection with employment or business or other professional vocational reasons: As per Serial No. 2 of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025):

The documents as specified at Sl. Nos. 1(a) and 1(b), as the case may be.

Col. I, Sl. No. 3

(a) A person who resided for a period of fifteen years in the Union territory of Ladakh: As per Serial No. 3(a) of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025):

Any of the following documents as proof of residence beginning from and after 31st October, 2019:

(i) Ration Card; or

(ii) Immovable Property Records; or

(iii) Educational Records / Certificates; or

(iv) Voter ID / Electoral Roll Entry; or

(v) Electricity / Utility Bills; or

(vi) Employer Certificate (verified by Deputy Labour Commissioner or Director of Industries & Commerce); or

(vii) Any other document indicating period of fifteen years of residence in the Union territory of Ladakh from the date of formation of the Union territory of Ladakh, that is, the 31st day of October, 2019.

(b) Children of a person who has resided for a period of fifteen years in the Union territory of Ladakh: As per Serial No. 3(b) of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025):

(i) Any of the documents as specified at Sl. No. 3(a) for the parent, and

(ii) Birth Certificate issued by the authority competent for the purpose.

Col. I, Sl. No. 4.

A person who has studied for a period of seven years and appeared in class 10th or 12th examination in an educational institution located in the Union territory of Ladakh: As per Serial No. 4 of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025:

Certificate of education issued by the Head of the Institute and verified by Chief Education Officer of the School Department of the concerned Districts indicating period of seven years of study in the Union territory of Ladakh from the date of formation of the Union territory of Ladakh, that is, the 31st day October, 2019 (*beginning from and after 31.10.2019*) and class 10th or 12th appearance certificate.

Col. I, Sl. No. 5.

Children of Central Government officers, Officials of Public Sector Undertakings, Autonomous Body of Central Government, Public sector Banks, Officials of Central Universities and recognized Research Institution of Central Government who shall have served the Union territory of Ladakh for a total period of ten years: As per Serial No. 5 of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025:

(i) (a) Certificate of service issued by the Controlling Authority indicating period of ten years served in the Central Government offices or organizations located in the Union territory of Ladakh from the date of the formation of the Union territory of Ladakh, that is, the 31st day of October, 2019 (*beginning from and after 31.10.2019*), and

(ii) (b) Birth Certificate issued by the authority competent for the purpose.

16. Declaration by the Applicant:

I solemnly affirm that the information furnished above is true and correct to the best of my knowledge and belief. I understand that in the case of any information is found to be false, my application shall be liable to be rejected.

Date: _____

Place: _____

**Signature / Thumb Impression of Applicant
(or Parent / Guardian, if applicable)**

(Name of Guardian in case the Guardian is making the application for a minor)

Form – B**DOMICILE CERTIFICATE**

(issued under Rule 5(1) of the *Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025*)

Certificate No. _____**Date of Issue:** _____

This is to certify that:

Name: _____**S/D/W of:** _____**Date of Birth:** _____**Address:** Village /Ward No. b: Tehsil c. District: d: Post Office e: Pin Code

whose Photograph is attested is a **Domicile of the Union territory of Ladakh** under the below mentioned **Category of Domicile as per the TABLE provided in Rule 4 of the of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025**:

Col. I, Sl. No. 1.

- (a) Ladakh Resident Certificate (L.R.C.) Holder or those eligible for L.R.C.
- (b) Children of persons mentioned in section 3A(1)(a) of the Regulation.

Col. I, Sl. No. 2.

Children of such residents of the Union territory of Ladakh as resided outside the Union territory in connection with employment or business or other professional vocational reasons.

Col. I, Sl. No. 3.

- (a) A person who has resided for a period of fifteen years in the Union territory of Ladakh, beginning from and after 31st October, 2019
- (b) Children of a person who has resided for a period of fifteen years in the Union territory of Ladakh, beginning from and after 31st October, 2019.

Col. I, Sl. No. 4.

A person who has studied for a period of seven years, beginning from and after 31st October, 2019 and appeared in class 10th or 12th examination in an educational institution located in the Union territory of Ladakh.

Col. I, Sl. No. 5.

Children of Central Government officers, Officials of Public Sector Undertakings, Autonomous Body of Central Government, Public sector Banks, Officials of Central Universities and recognized Research Institution of Central Government who shall have served the Union territory of Ladakh for a total period of ten years, beginning from and after 31st October, 2019.

This certificate is issued upon due verification under the provisions of the *Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025*

IMPORTANT NOTE:

This certificate is valid only for the purpose of appointment to the posts under the Union territory of Ladakh as defined in Ladakh Civil Services Decentralization and Recruitment (Amendment) Regulation, 2025.

Signature of the Competent Authority
(Name, Designation and Seal)

Date: _____

Place: _____

Office Stamp
[Digitally signed if issued electronically]

Note: The Competent Authority will mention only the relevant category in the Certificate and not all the categories.

Form – C**CHECKLIST OF DOCUMENTS FOR DOMICILE CERTIFICATE APPLICATION**

(To be attached as per Category under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment – Grant of Domicile Certificate (Procedure) Rules, 2025)

S. No.	Document Type	Mandatory For
1.	Proof of identity (<i>Aadhaar Card, Voter ID, etc.</i>)	All Applicants
2.	Ladakh Resident Certificate (LRC) or proof of eligibility	LRC holder / eligible persons
3.	Parent's LRC and Applicant's Birth Certificate	Children of LRC holders
4.	Proof of residence (<i>Utility Bills, Ration Card, Property Record, etc.</i>) (<i>beginning from and after 31.10.2019</i>)	15 years' resident category
5.	Educational Certificate of 07 years (<i>beginning from and after 31.10.2019</i>) + 10 th / 12 th examination appearance proof	Students who studied in Ladakh
6.	Parent's Service Certificate (Central Govt. / PSU etc.) (<i>beginning from and after 31.10.2019</i>)	Children of Central Govt. Officials
7.	Self-declaration (<i>as part of application</i>)	All Applicants
8.	Passport-size Photograph	All Applicants
9.	Guardian's ID proof (<i>if applicant is a minor or differently abled</i>)	Minors / Persons with Disabilities

Form – D

REGISTER FORMAT FOR ISSUANCE OF DOMICILE CERTIFICATES
 (To be maintained by the Competent Authority)

S. No.	Certificate No.	Date of Issue	Applicant Name	Father's Name	Category under which Domicile is granted	Application Receipt Date	Documents Verified (Y / N)	Remarks	Signature of Issuing Authority	Office Seal / Stamp

Column Description:

- (i) **S. No.** – Serial Number for each entry
- (ii) **Certificate No.** – Unique number of the Domicile Certificate issued (*see Note 1 below*)
- (iii) **Date of Issue** – Date on which the Domicile Certificate is issued
- (iv) **Applicant Name** – Full name of the applicant as per the application
- (v) **Father's Name** – Father's name of the applicant
- (vi) **Category under which Domicile is granted** – One of the prescribed Categories, e.g., Resident with LRC, Child of LRC holder, etc.
- (vii) **Application Receipt Date** – Date on which the application was received
- (viii) **Documents Verified (Y/N)** – Confirmation that all mandatory documents were checked
- (ix) **Remarks** – Any special notes or observations (e.g., minor applicant, incomplete documents, etc.)
- (x) **Signature of Issuing Authority** – Signature of the Officer issuing the certificate
- (xi) **Office Seal / Stamp** – Official seal or stamp of the issuing authority

Note 1: Certificate Number shall be a unique Alphanumeric 10-digit code of which

(a) **First two digits shall denote the District:** 01 for Leh and 02 for Kargil

(b) **Next three digits shall denote the Tehsil:**

Tehsil	Three Digits	Tehsil	Three Digits	Tehsil	Three Digits
Leh	LEH	Saspol	SPL	Shargole	SRG
Khaltsi	KHL	Durbuk	DBK	Shakar-Chiktan	SCT
Nyoma	NYO	Sumoor	SMR	Sankoo	SNK
Kharu	KHA	Drass	DRS	Taisuru	TSU
Diskit Nubra	DSK	Kargil	KRL	Zanskar	ZSK

(c) **Last five digits:** beginning 00001 onwards for each of the Domicile Certificate issued.

Illustration: A domicile certificate first issued in Drass tehsil, will bear the certificate number:
02DRS00001.

Note 2: This Scheme of numbering would change, accordingly, as and when new Districts become functional.

Form – E

**REGISTER FORMAT FOR RECORDING APPEALS AGAINST REJECTION OF DOMICILE
CERTIFICATE APPLICATIONS**

(To be maintained by the Appellate Authority / Deputy Commissioner Office / GAD)

S. No.	Appeal ID	Original Application ID	Applicant Name	Father's Name	Date of Rejection	Appeal Submission Date	Grounds for Appeal (Brief)	Documents Uploaded (Y / N)	Hearing Held (Y / N)	Decision (Accepted / Rejected)	Date of Appeal Decision	Remarks	Returned to Tehsildar (Y / N)	Tehsildar Action (Certificate Issued / File Closed)	Signature of Appellate Authority	Seal
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